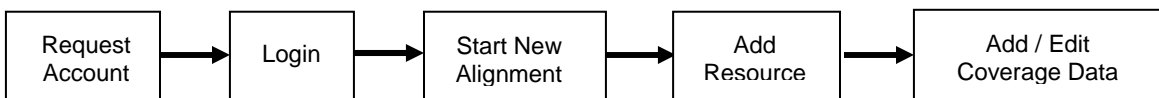


Independent Materials Alignment – Reviewer Instructions



1. If you do not have a Reviewer account you will need to visit: <http://www.uen.org/ima/> and use the “Request a Reviewer Account” link. Enter the requested information. Your login information will be emailed to you once an administrator approves your account. (Contact ima@schools.utah.gov if you have questions about your account.)

- You may choose to upload your Credential file now, or you can do it later.

2. After you have received your login information via email, return to <http://www.uen.org/ima/> and login.

- After logging in, you may want to use the “Update Password” option, to change your password.)

Please Login

Username:

Password:

3. To begin, use the “Start New Alignment” option.

Course Alignments

[Start New Alignment](#)

[Alignment History](#)

4. After selecting the appropriate Core Area and Course, you will be prompted to add the textbook / resource information. (ISBN, Title, Copyright date, etc.)

- You will be prompted to upload a Curriculum Map, but you can add it later if you prefer.

5. You are now ready to add alignment coverage data. Use the “Start Alignment” button.

Alignments In Progress		
Title	Identifier	Alignment Actions
Learning Science	ISBN-13: 9780153609596	<input type="button" value="edit"/> <input type="button" value="web sites"/> <input type="button" value="start alignment"/> <input type="button" value="delete"/>



- Enter the coverage data for each indicator, or check the "Not Covered" box.
- Type page numbers and/or page ranges separated by commas. (Example: 1, 3, 5-12.)
- Save often.
- Enter the total percentage coverage for each Standard and Objective and Overall.
- Enter the evaluation score.
- When you are done, Use the "Complete" button.

Add or Edit Coverage Data

Standard 1 % of Coverage:

Students will understand the base-ten numeration system, place value concepts, simple fractions and perform operations with whole numbers.

Objective 1 ☐ Not Provided % of Coverage:

Represent whole numbers up to 10,000, comprehend place value concepts, and identify relationships among whole numbers using base-ten models and symbolic notation.

Indicator a ☐ Not Covered

Read, write, and represent whole numbers using standard and expanded form.

Alignment:

Adding, editing, or deleting web sites that support a textbook can be done at any time. Use the “Home” option and then use the “Web Sites” button next to an existing Alignment.

Note: Alignment files cannot be posted until a Reviewer Credential File and a Curriculum Map have been received.